



Office of Human Resources

Policy Memorandum 12

Date: July 10, 2013

Adopting New Policies

History:

Existing policies and procedures must be periodically revisited for revision or deletion as laws, regulations, and other policies are created and adopted by federal, state, and local entities and by the LCTC System. New College policies must be approved prior to distribution and being put into practice at Nunez Community College. Nunez's previous process was to have any new or revised policy presented to the entire Chancellor's Council for approval before implementation. However, the Council has not been active since 2009. In 2010, a new decision-making body of the College, Chancellor's Cabinet, was created and meets regularly. The Cabinet is led by the Chancellor, who is the College's Appointing Authority and membership includes the executive committee, as well as other appointed members.

New Process:

In order to facilitate the implementation or revision of current and new College policies, policies must be presented to the Chancellor's Cabinet for review, discussion, and adoption. The person requesting the policy or policy change should ask to attend the next Cabinet meeting through any member of the Cabinet and the new or revised policy will be considered an agenda item for that member.

The Cabinet holds the authority to request from the presenter of the policy additional information, greater explanation, history of the current policy, and any legislation, laws, or rules that impact the new or revised policy, as applicable.

The Cabinet holds the final authority to approve or deny any policy presented to it. If a policy is denied approval, the Cabinet will provide written or oral reasons for the denial and the presenter will be allowed to present a revised version of the policy for approval.